

Department of Community Development and Planning  
**CITY OF CINCINNATI**  
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[www.cincygov.org/communitydevelopment](http://www.cincygov.org/communitydevelopment)



## **2003-2004 GUIDELINES**

## **CITY OF CINCINNATI SMALL ARTS ORGANIZATION GRANTS**

### **ABOUT THE ARTS GRANT PROGRAMS AND THE CAAC**

Recognizing that the arts enhance the quality of life in the city of Cincinnati, Cincinnati City Council has established a specific allocation of funds for the support of the arts. These funds support grant programs for individual artists who live in Cincinnati and for nonprofit, Cincinnati-based arts organizations of all sizes. The Department of Community Development and Planning (DCDP) administers the arts allocation and staffs the Cincinnati Arts Allocation Committee (CAAC). The CAAC is a volunteer advisory body appointed by City Council to recommend funding criteria and application procedures for the competitive arts grant programs for individual artists and small arts and cultural organizations and to make specific recommendations to City Council for the awarding of these grants. The CAAC also advises City Council on other arts matters.

The goals of the arts grant programs are:

1. to provide support for Cincinnati's emerging and established artists and arts and cultural organizations;
2. to encourage excellence and professionalism in the arts;
3. to encourage the development of innovative arts projects or programs;
4. to encourage the development and presentation of art that benefits the city of Cincinnati and its residents;
5. to provide increased access to arts programming for Cincinnati residents – especially those who have traditionally had limited access to either mainstream or community arts opportunities; and
6. to encourage the use of the arts as a means to increase understanding among the diverse cultures in Cincinnati.

DCDP and the CAAC encourage Cincinnati-based artists and arts organizations of all cultural backgrounds to participate in the grant programs.

## ELIGIBILITY REQUIREMENTS AND OTHER BASIC PROGRAM REQUIREMENTS

1. **Applicant type.** The applicant must be an arts organization **or** a non-arts organization that has an established, distinct arts component or program.
2. **Nonprofit status.** The organization must be nonprofit.
3. **Applicant location.** The organization must be based in the city of Cincinnati at the time of application and throughout the grant period. An organization will be considered to be based in the city of Cincinnati if one or more of the following is located within the corporate boundaries of the city of Cincinnati: a) the organization's office (**must** have regular business hours open to the public), b) the organization's regular meeting place, and/or c) the organization's regular performance, rehearsal, or activity location. **This information must be consistently documented in the application for City funding and on the organization's promotional literature and other printed materials. (NOTE: Not all Cincinnati mailing addresses or zip codes are within the corporate limits of the city of Cincinnati. To confirm whether an address is in Cincinnati, look up the address in the City Income Tax Division's *Quick Locator Guide* available at [www.cincygov.org/CityTax/quick.html](http://www.cincygov.org/CityTax/quick.html) or call DCDP.)**
4. **Previous grant recipients.** Organizations that were funded in a previous grant year and have not completed the reporting requirement are **not** eligible. Recipients of funding in grant year 2002-2003 must complete and submit either a Final Report Form or a Status Report Form no later than the application deadline. (Call DCDP for more information.)
5. **Types of support.** Applications for operating support and project support will be considered. **Operating support** provides funds for ongoing artistic and administrative activities. **Project support** provides funds for one part of an organization's activities, such as a one-time event, a specific program, or a single production or exhibition. Whether the applicant requests operating support or project support, City grant funds **must** be used for activities that **both** take place in the Cincinnati city limits **and** that serve residents of the city of Cincinnati. **If the majority of an organization's core programming takes place outside the Cincinnati city limits**, the organization **must** apply for project support. (**Core programming** is defined as the artistic activities and services produced, presented, or provided by an organization that are the organization's highest priority and are essential to the fulfillment of the organization's mission and purpose.)
6. **Grant period.** The grant period for City small arts organization awards is 12 months. Applications must be for activities that can be accomplished within the 12-month grant period September 1, 2003 to August 31, 2004.
7. **Public presentation.** At least one public presentation of an arts program is required to take place at a site within the corporate limits of the city of Cincinnati during the grant period. The proposed public presentation(s) **must** be listed in Sections Four and Six of the application. (**NOTE:** In lieu of a public presentation of an arts program, arts service organizations must provide services to members of the general public who reside in the city of Cincinnati. They may also provide services to Cincinnati-based arts organizations or to artists who reside in the city of Cincinnati. Call DCDP for information on presentation locations in the city of Cincinnati. **To confirm whether an address is in Cincinnati**, look up the address in the City Income Tax Division's *Quick Locator Guide* available at [www.cincygov.org/CityTax/quick.html](http://www.cincygov.org/CityTax/quick.html) or call DCDP.)
8. **Matching support.** The applicant must provide evidence of matching support for the proposed project/activities in the budget section of the application (Section Eight). **The applicant must provide at least one dollar (\$1) of matching support for every dollar requested from the City.** (For example, if the applicant requests \$5,000 from the City, the applicant must provide at

least \$5,000 in additional support for the proposed activity. The total budget would, therefore, be at least \$10,000.) **Matching support may be in the form of cash contributions or cash contributions combined with in-kind contributions. Cash contributions** are all dollars (revenues) from sources other than the City arts grant that support the proposed project/activities (for example: grant funds, proceeds from ticket sales, membership fees, class fees). **In-kind contributions** are goods, space, or services that are **donated to the applicant** for the proposed project/activities by **outside sources** and require no cash expenditure by the applicant. The applicant's total cash expenses for the project/activities are reduced by the value of the in-kind contributions. Professional, artistic, technical, or administrative services donated by a qualified volunteer who is normally paid for providing such services are valued at the donor's normal rate of pay. Examples of such services are instrumental or vocal performances, graphic design, videography, accounting, and costume design. The value of any other volunteer time is calculated at minimum wage. The value of donated goods or space is calculated at market value.

9. **Number of applications per applicant.** DCDP will accept only one (1) application from each organization per grant year.
10. **Number of applications per project/activity.** DCDP will accept only one (1) application for each project or activity per grant year.
11. **Deadline.** Applications and supportive materials must be **received (not postmark dated)** in the DCDP office by **5:00 p.m. on March 15, 2003**. Applications not meeting the submission deadline will **not** be considered. (**NOTE:** If the deadline date falls on a weekend or a holiday, applications are due by 5:00 p.m. on the first workday following the deadline date.)

## FUNDING RESTRICTIONS

This program does **not** fund:

- § Applications from individuals including applications from organizations acting as fiscal agents for individual artists.
- § Applications from for-profit organizations.
- § Applications from agencies of the City of Cincinnati and applications from city, county, regional, state, federal, or other governmental agencies.
- § Applications that would provide direct or indirect financial benefit to an employee of the City of Cincinnati or a member of the Cincinnati Arts Allocation Committee (CAAC), a City advisory body.
- § Applications from organizations that have not conducted arts activities prior to submitting the application.
- § Applications from organizations receiving other arts funding from the City of Cincinnati.
- § Applications that would indirectly fund arts and cultural organizations receiving ongoing arts funding from the City of Cincinnati. These organizations include the Arts Consortium of Cincinnati, the Cincinnati Art Museum, the Cincinnati Ballet, the Cincinnati May Festival, the Cincinnati Museum Center, the Cincinnati Opera Association, the Cincinnati Playhouse in the Park, the Cincinnati Symphony Orchestra, the Contemporary Arts Center, the Taft Museum, WAIF, WCET, and WGUC. (**NOTE:** An applicant may request to use City grant funds for space rental expenses at a facility owned or operated by an organization that receives City arts funding on an ongoing basis.)

- § Applications from private and public schools (including school districts, affiliates, colleges, and universities) for a) projects or activities that are not designed to involve the general public or b) support for overhead expenses and salaries not related to the proposed arts activity.
- § Applications for operating support if the majority of the organization's core programming takes place outside the city of Cincinnati. Such organizations are eligible to apply **only** for support for projects that take place in the city of Cincinnati **and** that serve residents of the city of Cincinnati. (**Core programming** is defined as the artistic activities and services produced, presented, or provided by an organization that are the organization's highest priority and are essential to the fulfillment of the organization's mission and purpose.)
- § Projects/activities that do not serve residents of the city of Cincinnati.
- § Projects/activities that are planned to take place outside the city of Cincinnati. (**NOTE: Not all Cincinnati mailing addresses or zip codes are within the corporate limits of the city of Cincinnati. To confirm whether an address is in Cincinnati, look up the address in the City Income Tax Division's *Quick Locator Guide* available at [www.cincygov.org/CityTax/quick.html](http://www.cincygov.org/CityTax/quick.html) or call DCDP.**)
- X Projects/activities taking place prior to or after the 12-month grant period of September 1, 2003 to August 31, 2004. (**NOTE: All** grant-related expenses must be incurred **during** the grant period.)
- X Capital improvements and the purchase of real property.
- X Capital purchases and purchases of non-consumable goods costing **more than \$100 per item** (for example: equipment, items that in and of themselves are non-consumable such as light fixtures, cameras, furniture, audio-visual equipment, and computers).
- X The elimination or reduction of existing deficits or debts.
- X Fees or salaries for the applicant organization's board members or for relatives of the applicant organization's employees or board members.
- X Activities intended only for an organization's membership.
- X Fund-raising activities.
- X Travel outside the corporate limits of the city of Cincinnati.
- X The purchase of a vehicle, auto rental, and costs associated with operating and maintaining a vehicle (for example: insurance, gasoline, parts, licenses)
- X Food and lodging expenses.
- X Gifts, hospitality, and entertainment expenses.
- X Projects/activities that primarily present denominational, religious, or sectarian ideas.
- X Professional development activities.
- X Internet services.
- X Projects/activities that are primarily promotional.

X Projects/activities that are primarily research oriented or technical in nature.

## EVALUATION CRITERIA

Applications will be evaluated using the following criteria:

1. Consistency with the program goals, requirements, and funding restrictions.
2. Evidence of the applicant's ability to carry out the project or activities.
3. Evidence of matching support in the form of cash contributions or cash contributions combined with in-kind contributions.
4. Written documentation that at least one public presentation of an arts program or service has been confirmed during the grant period by an authorized representative of a venue or site that is located within the limits of the city of Cincinnati.

## GRANT AMOUNTS AND CATEGORIES OF AWARDS

**The maximum award amount is \$7,500.** Organizations may apply for **operating support** or **project support**. (Refer to the Eligibility Requirements and Other Basic Program Requirements section and the Funding Restrictions section of the guidelines for more information.)

Grants are awarded to organizations in two categories:

- X **Established organizations:** Arts Organizations/Arts Components of Non-Arts Organizations in Existence Three Years or Longer
- X **Emerging organizations:** Arts Organizations/Arts Components of Non-Arts Organizations in Existence Less than Three Years.

**NOTE:** Total funds requested always exceed the amount available for granting. It is typical for an award amount to be less than the level of funding requested in the application, and some applications do not receive funding.

## ALLOCATION PROCESS

1. **Assistance available from DCDP.** Assistance includes:
  - X **Pre-application grant writing workshop.** A workshop for prospective applicants is held in February. The workshop provides general grant writing tips, a review of the City grant program guidelines and application form, handouts, critiquing exercises on sample applications, and opportunities to ask questions. Attendance is encouraged. The workshop is **free**, but **registration is required**. For workshop information and registration, call (513) 352-6146, (513) 352-4985, or (513) 352-4627.
  - X **Telephone assistance.** Call (513) 352-4985 or (513) 352-4627 with questions about the program guidelines, your proposal, the application, supportive materials, the allocation process, potential venues for public presentations, and assistance with activities that may require a City

permit or other City approval. Information and referral services on other grant-related topics are also available.

X **Draft applications.** DCDP staff will review draft applications and proposed supportive material submissions on a first-come, first-served basis. Half-hour appointments to review draft applications **must be scheduled in advance** by calling (513) 352-4985 or (513) 352-4627. Draft applications and proposed supportive material submissions will **not** be reviewed in the two weeks prior to the application deadline.

2. **Submission deadline.** The applicant submits a completed application and supportive materials to DCDP. **(DEADLINE: March 15, 2003; 5:00 p.m.)** All applications and supportive materials must be **received (not postmark dated)** in the DCDP office by 5:00 p.m. on the deadline date. Applications not meeting the submission deadline will **not** be considered. Applications submitted by facsimile transmission (FAX) or email will **not** be considered. **(NOTE: If the deadline date falls on a weekend or a holiday, applications are due by 5:00 p.m. on the first workday following the deadline date.)**
3. **Staff review process.** DCDP staff persons review applications for completeness, accuracy, and conformance to program guidelines.
4. **CAAC review process.** Each CAAC member reviews and scores all eligible applications.
5. **Site visits/interviews.** The CAAC may request brief interviews and/or site visits with applicants.
6. **Public meetings.** The CAAC reviews audio/visual support materials during a public meeting in April or May. In May or June, the CAAC holds a second public meeting during which all eligible applications for the grant program are reviewed and preliminary funding decisions are made. Applicants are encouraged to attend the meetings. Applicants are sent information about the public meetings and the eligibility status of their applications in advance of the meetings. Call DCDP at (513) 352-4985, (513) 352-4627, or (513) 352-6146 for additional information.
7. **City Council action.** The CAAC submits its recommendations to Cincinnati City Council in early June for approval.

## SOME GENERAL CONDITIONS OF THE AWARD

1. **Contract.** Each grant recipient enters into a contract with the City of Cincinnati following City Council's approval of the CAAC's funding recommendations.
2. **Grant payments.** Grant money is disbursed in either a) one payment on a reimbursement basis after the completion of the funded project/activity and submission of the final report and supportive documentation or b) two payments (an initial partial advance of up to fifty (50) percent of the award after the contract is finalized and reimbursement of the remaining expenses after the completion of the funded project/activity and the submission of the final report and supportive documentation).
3. **Report.** Following the completion of the funded activity, each grant recipient must submit a completed Final Report Form and documentation of the use of City funds to DCDP.

## APPLICATION REQUIREMENTS

1. **Completed application (original).** Applications are available in paper and electronic form. **(NOTE: Check the DCDP website at [www.cincygov.org/communitydevelopment](http://www.cincygov.org/communitydevelopment) for electronic versions of the program guidelines and application.)** Applications **must** be completed using **computer-generated type or a typewriter**. Applicants **must** restrict their answers to the space provided on the official application form, maintaining the margins provided. Answers outside the

space provided will **not** be considered. Attachments answering the questions asked on the form will be discarded. The CAAC will **not** consider handwritten applications, incomplete applications, submissions on altered forms, illegible applications, or applications that use type face that is smaller than 12-point type. **(NOTE: When using the electronic forms, if you type or cut and paste more text into a blank or a narrative section than the field is designed to hold, the size of the text will shrink. If this happens, STOP and adjust the amount of text so that it returns to the point size specified for that section of the form.)**

**(NOTE: All applicants must include their Employer ID Number (EIN) in Section One of the application form in the space labeled “Tax Exempt ID Number (EIN)”. This is the applicant organization’s federal tax identification number, not the Social Security Number of an individual. Nonprofit organizations must use EINs even if they do not have employees. To obtain an EIN, complete IRS Form SS-4 (available from IRS, 550 Main Street, Cincinnati, OH or [www.irs.gov](http://www.irs.gov)). To obtain an EIN immediately, phone in the information on the application to (866) 816-2065.)**

2. **Completed Organization Profile. NOTE:** This information will be used for statistical evaluation purposes only and has absolutely no part in the selection of grant recipients.
3. **Documentation of nonprofit status.**
  - a. **IRS 501(c)(3) organizations.** Submit 1) a copy of your federal IRS 501(c)(3) tax exempt status determination letter **AND** 2) a copy of your articles of incorporation with the State of Ohio. **(NOTE: Include a copy of your amended articles of incorporation if your organization’s name has changed since the original incorporation papers were submitted.)**
  - b. **Ohio nonprofit corporations (not 501(c)(3) organizations).** Submit 1) a copy of your certificate of nonprofit incorporation from the State of Ohio **AND** 2) a copy of your articles of incorporation with the State of Ohio. **(NOTE: Include a copy of your amended articles of incorporation if your organization’s name has changed since the original incorporation papers were submitted.)**
  - c. **Organizations that are neither IRS 501(c)(3) tax exempt organizations nor Ohio nonprofit corporations.** Submit **one** of the following: 1) documentation of current, pending nonprofit incorporation status with the State of Ohio **OR** 2) a written, notarized statement dated within the current year that attests to the nonprofit status of the organization and is signed by an authorized representative of the organization.
4. **Supportive materials describing the applicant and its programs and documenting the applicant’s recent activities. All** supportive materials must have been produced **within the last three (3) years**. Select and submit supportive materials from **no more than three (3)** of the following categories. **Include no more than one (1) example per category**. Select materials that clearly identify the role of the applicant and demonstrate the applicant’s artistic professionalism and its ability to operate effective programs and communicate clearly. **Printed materials must document the organization’s street address provided in Section One of the application.** When ten (10) copies of a piece of printed material are specified, provide ten (10) **identical, collated sets** of these materials. Substitutions or additional materials will **not** be considered.
  - **Category A: A piece of promotional literature published by the applicant.** Print-outs of one or more pages from the applicant’s website may be submitted under this category. (10 copies)
  - **Category B: A newsletter published by the applicant.** (10 copies)

- **Category C: An article from a print or electronic newspaper or magazine.** (10 copies)
- **Category D: A review of a past performance/activity from a print or electronic newspaper or magazine.** (10 copies)
- **Category E: A program for a past performance/activity.** (10 copies)
- **Category F: A list of key persons and collaborating organizations responsible for the activities/project** and their roles and qualifications. Provide **no more than one (1) page** of information **typed, single-spaced** on 8 ½" x 11" white paper. Typeface **must** be **at least 12-point** type. (10 copies)
- **Category G: An educational publication published by the applicant** (for example: a teachers' guide). (10 copies)
- **Category H: A long-range plan published by the applicant.** (10 copies)
- **Category I: A program evaluation report published by the applicant or a consultant working for the applicant.** (NOTE: Site visit reports from other funders or source materials such as questionnaires do **not** meet this submission requirement.) (10 copies)
- **Category J: Audio/visual material that documents a program over which the applicant has artistic or curatorial control.** Submit **one (1)** type of audio/visual material from the list below.
  - a. **A 5- to 10-minute cued audio cassette tape\* OR compact disc (CD)\* of a literary reading or musical performance (1 copy) AND audio notes (10 copies).** Label the cassette tape or CD with name of the applicant, description of the performance and performer(s), date performed, role of the applicant, and total playing time in minutes. Provide **no more than one (1) page** of audio notes **typed, double-spaced** on 8 ½" x 11" white paper. **Follow the screening/audio note content guidelines at the end of this section.**
  - b. **A 5- to 10-minute cued videotape\* of a performing arts production, educational program, or media project (1 copy) AND screening notes (10 copies).** Videotapes must be ½" VHS cassettes. Label the videotape with the name of the applicant. Provide no more than one (1) page of screening notes **typed, double-spaced** on 8 ½" x 11" white paper. **Follow the screening/audio note content guidelines at the end of this section.**
  - c. **Consecutively numbered 35 mm slides\* of an exhibit or program (5 to 10 slides) AND a slide list (10 copies).** Print the following information **directly on each slide mount in black ink**: number of slide and name of the applicant. Print "TOP" at the top of the slide. Print "THIS SIDE TOWARD SCREEN" on the appropriate side of the slide. To prevent slides from being damaged in the projector, use **standard size plastic slide mounts** and do **not** use tape to label the slide. Submit the slides in a clear plastic slide file sheet for safe handling. Include a **numbered list of the slides typed** on 8 ½" x 11" white paper and labeled with the applicant's name (maximum length: 2 pages, double spaced). Provide the following information for each slide listed: name and dates of program or exhibit; description of program or exhibit; role of applicant; and name of artist and title, medium, dimensions, and date(s) of work (if slides illustrate an exhibit).

**Screening/audio note content guidelines.** If you submit a videotape or audio recording, also provide **no more than one (1) page** of screening or audio notes **typed, double-spaced** on 8 1/2" x 11" white paper. Include

- \$ the applicant's name;
- \$ the role of the applicant;
- \$ the name or title of the production, program, work, or project;
- \$ the length of the videotape or recording in minutes;
- \$ a description of the production, program, work, or project;
- \$ the purpose of the video or recording;
- \$ the date the video or recording was produced;
- \$ the date(s) and location(s) of the program or production;
- \$ screening and broadcast dates(s), locations, and stations; and
- \$ other video or recording distribution information

**\*NOTE:** A self-addressed, stamped mailer must be provided for the return of slides, audio cassettes, compact discs, and videotapes. Do **not** send cash, checks, or money orders to cover return postage. If no return mailer is provided, support materials will be held for one (1) year and then destroyed. Printed materials will **not** be returned.

#### **Special considerations.**

- **Collaborative activity.** If the application is for a collaborative effort, the applicant **may** also submit printed materials from another principal participant; the type and total number of supportive materials submitted **must** be consistent with the supportive material submission guidelines. (**NOTE:** See the guidelines for **documentation of intent to collaborate**, below.)
- **Non-arts organization.** If the applicant is a non-arts organization, supportive materials must include information on the organization's arts program or component.

5. **Documentation of confirmed public presentation.** The applicant **must** provide documentation that at least one public presentation listed in Sections Four and Six of the application is confirmed at a location within the limits of the city of Cincinnati during the grant period.

Examples of acceptable documentation include a copy of a contract, a copy of a receipt, a copy of a lease, or a letter of commitment that clearly identifies the applicant, the venue or site, the nature of the activity, and the confirmed or tentative date(s) of presentation. Each type of documentation must be provided by and signed by an **authorized representative of the presentation location or site** (for example: owner, director, rental agent). A letter of commitment **must** be presented on the letterhead of the presentation location or site. **If the proposed activity will take place in a building that the applicant rents on an ongoing basis**, submit a copy of the lease or a letter from the building owner. **If the activity will take place in a building that the applicant owns**, submit a copy of the property tax bill or base property tax description from the Hamilton County Auditor's website [www.hamiltoncountyauditor.org](http://www.hamiltoncountyauditor.org). Documentation of property ownership **must** bear the applicant's name. Other types of documentation **must** be approved by DCDP **prior to the application deadline**.

(**NOTE:** A City permit or other City approval may be required for some activities, such as those that involve the public right-of-way, historic buildings, signage, or City-owned property. Grant recipients are required to obtain all necessary permits and approvals. Call DCDP for assistance with these types of activities.)

6. **Documentation of intent to collaborate.** If successful completion of the proposed project/activity depends on the involvement of one or more organizations or artists in addition to the applicant organization, the application must include an original letter from **each** collaborating artist or organization. Each letter **must** identify the collaborator's role and commitment to participate in the

activity. Letters from collaborating organizations **must** be written on the organization's letterhead and signed by **an authorized representative of the organization**. Collaborating artists and organizations **must** be identified in Section Four of the application.

7. **Financial information.** The applicant must submit an audit (preferred) or a financial statement (shows 1) income, 2) expenses, 3) beginning and ending balances, and 4) assets and liabilities) for the organization's **most recently completed fiscal year**. Non-arts organizations **must** submit this information for the parent organization (the applicant) **and** the arts program or component.
8. **Board member list.** Submit a list of current members of your organization's board of directors. Include each board member's name, professional or volunteer affiliation(s), and status as a voting or non-voting member of the board. Identify board officers.
9. **Report and supplemental materials.** Applicants funded in the previous grant year (2002-2003) must submit **either** a completed Final Report Form (if funded project or activity has been completed) **or** a completed Status Report Form (if funded project or activity has not been completed).

**Questions? Call DCDP at (513) 352-4985, (513) 352-4627, or (513) 352-6146.**

(Check the DCDP website at [www.cincygov.org/communitydevelopment](http://www.cincygov.org/communitydevelopment) for electronic versions of the program guidelines and application.)